

PVA FALL CONFERENCE

October 29, 2008

Louisville, Kentucky

WELCOME

Presenters:
PVA Administrative Support Branch

AGENDA

- **INTRODUCTION**
- **KY HUMAN RESOURCE INFORMATION SYSTEM (KHRIS)**
- **RETIREMENT (Effective September 1, 2008)**
- **PVA MANUAL UPDATES**
- **REMINDERS**
- **UPCOMING EVENTS**

KHRIS is COMING

- A new Web base payroll, personnel and timekeeping system will be implemented and go-live on March 31, 2009.
- WHAT IS KHRIS? KY Human Resource (Payroll and Personnel) Information (Timekeeping) System.
- Employees can display and update some areas of their personal information, enter time worked, enroll in benefits, and view pay statements.

KHRIS

- To find out more about KHRIS, check out the website at:

<http://personnel.ky.gov/persadmin/khris/>

RETIREMENT ELIGIBILITY

- **Effective September 1, 2008** (with some grandfathered-in provisions)
- **Unreduced Benefit, the following apply:**
 - Rule of 87: The member's age plus years of service credit must equal 87, AND the member must be a minimum of 57 years of age.
 - Or, the member is age 65, with a minimum of 60 months (5 years) of service credit.

Reemployment After Retirement

- Legislative changes will apply to those retirees returning to work on or after September 1, 2008, regardless of the member's retirement date.
- **If you received approval to return to employment prior to July 1, 2008, and you are returning to employment on or after September 1, 2008, you must contact the KENTUCKY RETIREMENT SYSTEMS AGAIN IN WRITING because the previous determination may no longer be valid.**

Reemployment After Retirement

- Handouts of the Pension Reform and FORM 6751 are available or visit the Ky Retirement web site.
- http://www.kyret.com/PensionReform/ReemploymentAfterRetirement_Final.7.08.pdf

RETIREEES WHO RETURN TO THE PVA OFFICE...

- Must complete Retirement Form 6751 and receive approval from Retirement Systems prior to reporting to work.
- Upon receipt of the written approval, *the (KRS) letter* and RPA can be submitted to the Branch for hiring.

UPDATES OF PVA FISCAL & PERSONNEL MANUAL

- On-line Version of the Manual
- Also on our web site:
<http://finance.ky.gov/ourcabinet/caboff/OC/dlgs/pvaadsup.htm>
- Major Updates to the Manual

FRIENDLY REMINDERS



Work Schedules for New and/or Part–Time Employees

- The timekeeper and/or PVA is responsible for setting up the work schedule on all employees.
 - New employees will not show up until about two (2) weeks after employment (i.e., Oct. 16th will show up **on or about** Oct. 27th)
 - All Part-time should be set up with a full-time work schedule. You must make them with “**Leave Without Pay**” in ETS-PVA on the day(s) that they are not scheduled to work.

Work Schedules for New and/or Part–Time Employees (continued...)

- If the work schedule is not set up as a **FULL-TIME** and they work longer hours and/or on a different day than is shown on the work schedule, the timesheet will show Comp-Time Earned.
- **When the payroll “Upload” is done, the system will revert to “Leave Without Pay”; therefore, the employee will not be paid correctly.**

Special Notes:

(The Beginning...The End)

- Payroll runs two (2) weeks behind and employees do have to work two weeks before they are eligible to be paid.
- Therefore, we DO NOT hold back two weeks pay from when an employee starts employment. Upon termination, the employee will receive their last payroll check two (2) weeks after they leave the PVA office. (Mailing Address is Current)

Reminder on BLOOD LEAVE

- Please follow these steps when entering Blood Leave in ETS-PVA.
 - Click on the Day (Blood donation date)
 - **YOU WILL SEE YOUR CURSOR IN THE FAR UPPER RIGHT HAND BOX OF THE LAST (START AND END) BOXES. THIS IS WHERE YOU WILL KEY IN THE TIME USED.**
 - **Once you have entered the start and end time in the correct boxes the time will drop down into the Blood box on the timesheet.**
 - If they take off the entire day, you will go back to the top and use the first set of boxes for start & end to record the time taken off. Then allocate the time to the Annual or Comp Time as needed.

Reminder on BLOOD LEAVE (continued...)

- Also you will need to attach a copy of the note received from the Blood Bank to the employees' timesheet.
- If you have any question about entering this time correctly, please call before you start to enter ANY time for the Blood. It rarely can be corrected on the ETS-PVA timesheet. It will have to be **manually corrected**.

Reminder on NATIONAL ELECTION DAY

- November 4, 2008, Presidential Election is considered a **HOLIDAY** vs. **VOTING LEAVE**
- It is already designated on the November 1-15th timesheet.
- Therefore you will not NEED to SELECT the blue VOTING leave box on your timesheet.
- Basically, you will not have to do anything.

FLEX SCHEDULES AND UPCOMING HOLIDAYS

- When a “two (2) day holiday” occurs, ALL employees must work either Option “A” or “B”.
 - Option “A” Regular Work Hours (8:00 – 4:30 five days per week).
 - Option “B” Five – Day Work Week with Flextime (7.50 hours to be worked between 7 am and 7 pm).
 - Please call Donna @ (502)564-6946 or (502)564-5620 or send an email to Donna.Seeberger@ky.gov reminding her to **delete the Holiday pay** on **ALL Part-time employees.**

CHECKS “\$\$” SENT TO FRANKFORT...

- In order to make sure that collected funds are deposited into the right account, please submit bill with payment or make a notation in the memo section of the check.
- Currently, PVAs can be billed for
 - Deputy Hire/Base Billing (D/H)
 - Local Funded Deputy (LFD)
 - Additional Deputy (“OX”)
 - Overtime (OT) and/or Compensatory Time (Comp-T)
 - Omitted Benefits Contribution (Retirement/Health)

In Closing: MANDATED FORMS

The following forms are essential to the appointment process:

- Code Of Ethics (No Exception)
- Request For Approval Of Outside Employment (must sign and submit if N/A) (No Exception)
- Personalized and Flexible Work Schedule Agreement (To Get Paid, Correctly)
- Retirement (Clearance to Return Work) form/letter.

FORMS TO DISCARD

- Standard Life Insurance (use Prudential)
- Amended Budget (New Form is Available)

Please use the updated forms, if any questions call the office or visit our website.

<http://finance.ky.gov/ourcabinet/caboff/OOC/dlgs/pvaadsup.htm>

Questions ?????

THANK YOU!

**WE APPRECIATE BEING
ABLE TO SERVE YOU!!**

PVA ADMINISTRATIVE SUPPORT BRANCH STAFF

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